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To: distrib, meps, meeo, mhrhc, mis, mja, mcs, mcp, mi...
Date: 12/29/95 12:54pm
Subject: Msg IMC 1 to USMEPCOM Reg 40-8

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IMC 1 to USMEPCOM Reg 40-8

From MCDR

Subj Human Immunodeficiency Virus (HIV) Testing of Recruiting Service Personnel

To HQ USMEPCOM Directorates and Special Staff Officers
All Sector and MEPS Commanders
MIM-SS

1. The purpose of this message is to advise the MEPS of a change in HIV testing procedures. Place this IMC in front of USMEPCOM Reg 40-8. These changes will be incorporated in the next revision.

2. The Assistant Secretary of Defense has directed USMEPCOM to provide HIV testing for Army Recruiting Service personnel beginning on 1 January 1996. This message applies only to Army Recruiting Service liaisons, recruiters, and military support personnel assigned to the Army Recruiting Service. This message does not apply to civilian support personnel employed by the Army Recruiting Services. Since MEPS testing was offered to all recruiting services, but only the Army accepted the proposal, this message does not apply to any other recruiting service personnel, regardless of circumstances.

3. The following policy applies:

a. Conduct tests only by appointment at times which will not interfere with applicant processing, preferably during the first two weeks of the month. MEPS will not accommodate walk ins. Commanders will not allow testing to interfere with normal applicant processing, but will schedule appointments for more appropriate times.

b. Test only when requested in writing by the local Recruiting Service commander. Do not test for any other reason.

c. MEPS will not track required testing, remind services of testing requirements, provide follow up treatment, or notify any person or agency other than the HIV program manager and the local Recruiting Service commander of results. All other notifications are Recruiting service's responsibility.'

d. For positive MEPS test results, CMO will notify military members of those results in the presence of the local Recruiting Service commander, explain the significance of positive results, and refer military members to servicing medical treatment facilities.

e. If MEPS perform initial tests and receive positive results, MEPS will, without exception, perform confirmation tests immediately after notification interviews.

f. MEPS will not perform confirmation tests for results reported by other agencies. If the MEPS did not conduct the initial test, the MEPS will not conduct the confirmation test. Local Recruiting Service commanders must arrange confirmation testing at servicing medical facilities in this situation.

4. The following procedures apply to drawing specimens:

a. Only MEPS personnel will draw specimens using supplies provided by the current contract testing laboratory.

b. Use specimen labels showing regular HIV specimen numbers with military members' social security numbers.

c. Do not maintain HIV control logs for military members.

d. Do not write military members', names on specimen labels, screening records, or any other documents.

e. Complete screening records as for, applicant testing. Type the following: "This is a Recruiting Service personnel HIV test. Do not transmit results through computer interface. Do not report results to any other agency. Provide results on a copy of this screening record by certified mail (envelope enclosed) to Commander, (MEPS name)" in the center of the screening record.

f. Attach a self-addressed envelope to the screening record. Address the envelope to the MEPS commander by name, "eyes only."

g. Attach PS Form 3811, Domestic Return Receipt, to the screening record. Type the following under sender's name and address: HQ USMEPCOM, ATTN: HIV Program Manager, 2500 Green Bay Road, North Chicago, IL 60064-3094. Returning receipts to this headquarters tells us that tests have been completed and results returned to the MEPS, and keeps the envelope from getting lost if the letter is undeliverable for any reason. Complete the front of the card as follows:

(1) Check block #1, show to whom delivered, etc.

(2) Check block #2, restricted delivery.

(3) Complete block #3 with MEPS commander's name and address.

(4) Leave block #4, article number, blank. Mark type of service for Certified, COD.

(5) Leave blocks 5, 6, 7, and 8 blank.

h. Do not package or ship Recruiting Service specimens with applicant or MEPS personnel specimens.

i. Do not record Recruiting Service specimens on same screening records with MEPS assigned personnel or applicants.

5. The following applies to negative results:

a. When results return, CHO will:

(1) Annotate health records with "HIV ANTIBODY TEST PERFORMED AT (MEPS NAME) ON (DATE)" and sign entries. Do not annotate results on these entries.

(2) Attach screening record to the portion of health records containing other laboratory results. If screening records contain more than one specimen, make copies for each health record and mark through all other social security numbers, specimen numbers, and results with a heavy black marker to totally obscure that information.

b. MEPS commanders will return results to the local Recruiting Service commander by certified mail, "eyes only," return receipt requested. If MEPS and Recruiting Services are co-located, MEPS personnel will hand carry results in a sealed envelope with transmittal to the Recruiting Service commander. Recruiting Service commander must sign for results.

6. The following applies to positive results:

a. MEPS commanders will:

(1) Advise local Recruiting Service commander of positive results by certified mail and telephone. If MEPS and Recruiting Services are co-located, MEPS personnel will hand carry results in a sealed envelope with transmittal to the Recruiting Service commander. Recruiting Service commander must sign for results.

(2) Notify the HIV program manager immediately.

b. CMOs will:

(1) Annotate outer covers of medical records, if available, with the term "blood donor ineligible." This is the only term used for positive results in medical records or any documents other than the screening record.

(2) Annotate HSC Form 79-4, Master Problem List, in Medical record with "blood donor ineligible," regardless of service. If there is no HSC Form 79-4 in the medical record, initiate one.

c. HIV program manager will notify state agencies, if required, and coordinate any other necessary action.

7. Protect the privacy of persons tested, regardless of results.

a. Do not release results to any person or agency other than those identified in this message.

b. Do not maintain copies of screening records in the MEPS after posting results to military members' health records.

8. If Recruiting Service personnel with positive results are married or otherwise related to MEPS-assigned personnel, whether civilian or military,

notify the program manager immediately upon receipt of results. Be prepared to provide a recommendation on necessary action.

9. Please provide a copy of this message to every recruiting service liaison office and your IRC counterparts. In addition, please discuss the commanders' roles in notification interviews so recruiting service commanders will be prepared if positive results return.

10. Point of contact is Carolyn Carson, Program Manager, DSN 792-3820, or commercial (708) 688-3820.